

Executive Assistant to DCE

Director of Training

Weekly Summary Report

~~CONFIDENTIAL~~

November 1953

Document No. 122  
NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
Class. CHANGED TO TS S (C)  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763  
Date: 27/01/78 By: 008

1. The Management Training Division has completed conducting the Human Resources Program with the eighth and final group of supervisors in the Logistics Office. This group comprised twenty unit and section chiefs in the Washington Depot. It is planned to send a summary report to Mr. James Garrison next week and to conduct at least four follow-up meetings with each of the eight groups of supervisors in the Logistics Office, with a follow-up meeting approximately every eight weeks for each group.

2. On 12 November 1953, a total of 37 new CIA employees attended the weekly Indoctrination Program. Also in the audience were five individuals from the Office of the Assistant Chief of Staff, G-2, Department of the Army, who were in attendance to evaluate the program for future G-2 use. [REDACTED] Chief, 25X1A9a Training Division, was in charge.

3. Transcriptions of the remarks of Mr. Lullie, General Cabell and Mr. Kirkpatrick at the Twelfth Agency Orientation Course have been completed.

4. It is noted that since the ceiling on personnel has been imposed, more requests for Junior Officer trainees have been received from the various offices of the Agency than can be filled.

5. In order to achieve a better understanding of mutual training problems, the Office of Training conducted an orientation for Division Training Officers of the Clandestine Services at two half-day sessions.

6. The tour of industrial plants in the Baltimore and Washington areas for students enrolled in the [REDACTED] Course have proved 25X1A14a so successful that it is planned to extend this course from three to four weeks in order to make this a regular feature of the program.

7. A representative of the Finance Office, Office of the Comptroller, has been detailed to the Office of Training on a part-time basis for one year in order to develop and present instruction pertaining to financial aspects of clandestine operations.

~~CONFIDENTIAL~~

25X1A8a



9. Students presently in full-time OTA  
courses in CIA installations..... 311  
Students presently in part-time OTA  
courses in CIA installations..... 144  
Students presently in full-time  
external training..... 105  
Students presently in part-time  
external training..... 173  
TOTAL.....1,033

ACTION HAND

Wisp

cc: DE/P  
DE/L  
AD (Commo)

CONFIDENTIAL